# The Apprenticeship and Trade Certification Program

Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

89-02219/

# ALBERTA'S

# APPRENTICESHIP AND TRADE

# CERTIFICATION PROGRAMS

October 11, 1988

## TABLE OF CONTENTS


Page

**HISTORICAL DEVELOPMENTS AND PHILOSOPHY OF APPRENTICESHIP** ..... 1

Goals of Apprenticeship ..... 2
Objectives of Apprenticeship ..... 2

**THE ALBERTA APPRENTICESHIP TRAINING AND TRADE CERTIFICATION PROGRAMS AND SYSTEM** ..... 4

The Process for Designating a Trade ..... 4

**APPRENTICESHIP AND TRADE CERTIFICATION PROGRAMS** ..... 6

Apprenticeship Programs ..... 6
Certification Programs ..... 6
1. **Designation for Voluntary Certification** ..... 6
2. **Designation for Compulsory Certification** ..... 7
Trades Related Programs ..... 8
1. **Educational Improvement Program** ..... 8
2. **Journeyman Upgrading Program** ..... 8
3. **Journeyman Updating Program** ..... 9
4. **Interprovincial Red Seal Program** ..... 9
The Apprenticeship and Trade Certification Board ..... 10
Local Apprenticeship Committees (LAC) ..... 12
Provincial Apprenticeship Committees (PAC) ..... 12

**ORGANIZATION, ROLES AND RESPONSIBILITIES OF APPRENTICESHIP AND TRDAE CERTIFICATION BRANCHES** ..... 14

**POLICY AND PROGRAM DEVELOPMENT DIVISION** ..... 16

Program Planning Branch ..... 16
Program Development and Standards Branch ..... 16
Programs Support and Registrar Branch ..... 17
Equity Initiatives Branch ..... 18

**FIELD SERVICES DIVISION** ..... 20

**APPRENTICESHIP REGIONS AND FIELD OFFICES** ..... 21

**TECHNICAL TRAINING FUNCTIONS AND ACTIVITIES** ..... 22

Estimating and Development of Training Schedules ..... 22
Technical Training Assignments ..... 22
Class Lists ..... 24

## TABLE OF CONTENTS CONT'D

Page

Special Reports ..... 25
Mark Collection Sheets ..... 27
Apprentice Finalization ..... 29
Finalized Class Profiles ..... 31
The Role of the Liaison Representative ..... 34
Apprenticeship and Trade Certification Examinations ..... 35
Canada Employment and Unemployment Insurance Benefits ..... 36

**APPENDIX**

APPRENTICESHIP AND TRADE CERTIFICATION DIRECTORY ..... 38
FIELD OFFICE CONTACTS ..... 39
LIAISON CONTACTS ..... 40

## HISTORICAL DEVELOPMENTS AND PHILOSOPHY OF APPRENTICESHIP

Historically, apprenticeship training has meant that an employer hired and indentured an apprentice, thereby committing himself to imparting his knowledge and skills to the trainee. Such training was mainly on-the-job work experience; however, with the advent of technical training institutes and public colleges, and more importantly the organization of apprenticeship, the systematic training of apprentices was implemented. Formalized programs initiated by industry and governed by legislation, created the need for the separation of technical areas of a trade from on-the-job work experience. The outcome was the development of a technical training delivery system. Institutions assumed the responsibility for such training and employers of apprentices continued the responsibility of training apprentices on-the-job.

In Alberta, employers of journeymen and apprentices drive the apprenticeship and certification system. Members of the local and provincial apprenticeship committees are employers and employees who participate in identifying the technical content of courses. Standards for each trade are set by defining the work involved and developing trade regulations and examinations.

Alberta's apprenticeship programs train generalists. Such training allows apprentices to develop knowledge and skills wide enough in scope to ensure the opportunity for employment with most employers. Specialty training is considered to be the responsibility of employers, who should assume the role of imparting knowledge and skills related specifically to their product, methods and procedures.

## Goals of Apprenticeship

1. To develop within the labor force an adequate supply of qualified tradespeople to meet the needs of Alberta industry.
2. To monitor and maintain standards for the trades designated under the Manpower Development Act and to promote employee and employer participation through education and any necessary enforcement of regulations.
3. To provide industry initiated technical training and certification programs to Albertans through arrangement with training establishments throughout the province.
4. To liaise with industry, institutions, agencies and government departments to maintain effective and efficient programs and services.

## Objectives of Apprenticeship

1. To ensure the maintenance of apprenticeship training and journeyman certification program standards for the designated trades.
2. To assist industries who petition for trade designation by investigating and reporting to the Apprenticeship and Trade Certification Board.
3. To provide services to handicapped, incarcerated and special needs groups to assist them to become self-sufficient through apprenticeship training.
4. To develop and implement new technical programs, (including updating and upgrading programs), and to investigate alternate modes and methods of program delivery.
5. To maintain liaison with the public, private industry, unions, employer associations, training establishments, local

(inter-) provincial and federal government agencies in regards to apprenticeship and trade certification.

6. To administer the Manpower Development Act and Regulations.

## THE ALBERTA APPRENTICESHIP TRAINING AND TRADE CERTIFICATION PROGRAMS AND SYSTEM

### The Process for Designating of a Trade

Designation means the formal recognition of a trade through Ministerial or Cabinet Order. This process authorizes the Department to engage in apprenticeship and trades training activities and certification programs. It also commits the government to the expenditure of public funds and places obligations on citizens by requiring compliance with trade regulations. The designation of a new trade may be initiated by:

a) petition from industry to the Minister of Career Development and Employment; or

b) Order-in-Council on initiative of Cabinet; or

c) the Minister of Career Development and Employment, who instructs the Apprenticeship and Trade Certification Board to investigate the need for a new trade.

Designating an occupation as a trade benefits not only industry but also the labour force and general public. Benefits include:

1. Establishment of formal training programs to build a work force with the required skills and competencies needed in industry;
2. Increased employment mobility resulting from public recognition of the qualifications established through certification in a trade;
3. Incentive for prospective tradespersons through the establishment of individualized training contracts;
4. Public protection and contribution to the general safety of Albertans.

The Manpower Development Act consists of four main parts. Part 3 of the Act contains three Divisions, each of which defines a specific type of designation. Designation of a trade under Division 1 establishes a formal apprenticeship training program for that trade. Designation under Division 2 or 3 establishes respectively voluntary and compulsory certification programs.

## APPRENTICESHIP AND TRADE CERTIFICATION PROGRAMS

### Apprenticeship Programs

All trades with the exception of **Tool and Die Maker, Projectionist, Plasterer** and **Elevator Constructor** have been designated under Division 1 and have formal apprenticeship training programs. Participation in **apprenticeship is compulsory** in 48 trades Alberta has designated for apprenticeship training. All trades designated under this Division are also automatically designated under Division 2 unless specifically designated under Division 3.

### Certification Programs

1. **Designation for Voluntary Certification** (Division 2) - establishes a voluntary certification program for a category of trades known as **qualification trades.** For this category of trades, the Act defines a journeyman as "a person who is, in the opinion of the Director, an experienced and skilled worker in the relevant trade whether or not the person holds a Certificate of Qualification for the trade." Candidates who meet necessary work experience requirements as specified in Part 2 of the trade regulations, can obtain an Alberta Certificate of Qualification by passing the prescribed journeyman examination(s). Trades designated under Division 2 (qualification trades) are:

Agricultural Mechanic
Appliance Serviceman
Baker
Boilermaker
Bricklayer
Cabinetmaker
Carpenter
Cement Finisher
Communication Electrician
Cook
Lather-Interior Systems Mechanic
Machinist
Millwright
Painter and Decorator
Partsman
Plasterer
Power Lineman
Power System Electrician
Printing & Graphic Arts Craftsman
Projectionist

Electrical Rewind Mechanic
Floorcovering Mechanic
Glassworker
Crane and Hoisting
Equipment Operator
Instrument Mechanic
Insulator
Ironworker
Landscape Gardener
Roofer
Sawfiler
Sprinkler Systems Installer
Steel Fabricator
Tile Setter
Tool and Die Maker
Transport Refrigeration Mechanic
Water Well Driller

2. **Designation for Compulsory Certification** (Division 3) - establishes a certification program for a category of trades known as **proficiency trades.** Any person engaged in the work of these trades must hold an Alberta Certificate of Proficiency, be an indentured apprentice, or have special authorization issued by the Director. Candidates who have developed appropriate trade skills to the journeyman level, which are acceptable and within Alberta's legislation, can obtain an Alberta Certificate of Proficiency by passing the prescribed journeyman examination(s). Those who are unable to pass the examination(s) must indenture as an apprentice, and may write progressive exams to establish their place in the trade. A trade is designated as a proficiency rather than qualification trade if the designation results in a significant measure of public safety and contributes to the general safety of Albertans. Trades designated under Division 3 (proficiency trades) are:

Auto Body Mechanic
Barber
Beautician
Electrician
Electronic Technician
Elevator Constructor
Gasfitter
Heavy Duty Mechanic
Motorcycle Mechanic
Motor Mechanic
Plumber
Recreation Vehicle Mechanic
Refrigeration Mechanic
Sheet Metal Worker
Steamfitter - Pipefitter
Welder

Trades Related Programs

1. **Educational Improvement Program**

Apprenticeship and Trade Certification sometimes arranges for Mathematics, Science and other required courses at technical training establishments to provide educational upgrading for prospective apprentices who fail to meet apprenticeship entrance requirements. Eligible candidates are scheduled and notified to attend by the Trades Training and Institute Liaison Unit. The prescribed apprenticeship entrance examination is administered on the last day of class and finalized at the candidate's regional apprenticeship office.

2. **Journeyman Upgrading Program**

Journeyman upgrading courses provide technical training for tradesmen who are eligible for certification in a designated trade, but have not successfully passed the Alberta journeyman examination. Eligible candidates are scheduled and notified to attend by the Trades Training and Institute Liaison Unit. The journeyman examination is administered on the last day of the course and the candidates' status is finalized by the Certification Unit.

The amount of training space required is estimated annually and submitted to the training establishments, with the apprenticeship training estimates, in December of each year. These estimates are based on the number of applications received through the field offices and the failure rate of candidates who attempt the journeyman examination. A schedule of offerings is developed and distributed with the apprenticeship training schedule.

3. **Journeyman Updating Program**

This program is designed to enhance the skills and knowledge of Alberta journeyman to make them more competitive in the job marketplace. Due to the effect advancing technology has had on the trades, industry has expressed an increasing concern for the need to update certified tradesmen. Therefore, Apprenticeship and Trade Certification continues to develop courses to meet these changing needs by providing updating courses at most technical training establishments.

The amount of training space required for updating courses is estimated annually and submitted to the schools with the apprenticeship training estimates in December of each year. These estimates are based on previous course enrollments and the projected needs of industry as identified by the regional field offices and the local and provincial apprenticeship committees. A schedule of course offerings is then developed and advertised through newspaper media and promoted through field contact with industry.

Although no examinations are administered for these courses, the institute forwards a mark collection sheet showing the hours attended and credit status of each candidate. Apprenticeship and Trade Certification issues a pocket card to those persons who were registered and credited with having completed an updating course in their trade.

4. **Interprovincial Red Seal Program**

The Interprovincial Red Seal program was designed to increase

mobility of journeymen in the construction, maintenance, repair and services trades. The "Red Seal" establishes a minimum standard of knowledge in those trades where the program has been agreed to by at least six Provinces and Territories of Canada.

Interprovincial examinations can be attempted by graduating apprentices and those who hold a journeyman certificate issued in Alberta or another province that participates in the program. The "Red Seal" is not a certificate, but is a numbered seal affixed to provincial trade certificates and pocket identification cards. The Interprovincial Red Seal entitles the holder to work in any participating province without having to requalify by examination.

Alberta participates in the Interprovincial program and the following "Red Seal" trades:

Auto Body Mechanic
Boilermaker
Bricklayer
Carpenter
Cook
Electrician
Electronic Technician
Heavy Duty Mechanic
Instrument Mechanic
Machinist
Millwright
Motor Mechanic
Painter and Decorator
Plumber
Power Lineman
Refrigeration Mechanic
Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter - Pipefitter
Welder

## The Apprenticeship and Trade Certification Board

The Manpower Development Act is the legislation which authorizes the establishment of the Alberta Apprenticeship and Trade Certification Board. The Board consists of the Executive Director of Apprenticeship and Trade Certification and the following members appointed by the Lieutenant Governor in Council:

1. a Chairman;

2. not less than 3 members representing employers and an equal number of members representing employees;
3. one alternate member representing employers and one alternate member representing employees who may act in the absence of members representing their respective classes, and;
4. additional members representative of the general public.

The primary function of the Board is to advise the Minister of Career Development and Employment on all matters affecting the general conditions governing trade training and certification of workers in designated trades. Some specific functions of the Board are to:

a) review petitions for designation of trades and make recommendations to the Minister;
b) scrutinize recommendations from provincial apprenticeship committees concerning trade regulations and, if acceptable within the parameters of the Act, recommend their adoption by Ministerial Order;
c) approve length and content of training programs on recommendation of the provincial apprenticeship committees;
d) appoint local apprenticeship committee members; and
e) hear and rule on appeals made against decisions of the Executive Director.

In making policy decisions and carrying out its obligations, the Board draws upon the specific expertise of 52 provincial apprenticeship committees; one for each designated trade. Membership of the provincial apprenticeship committees is comprised of all local apprenticeship committee members; therefore, the Board is guided by approximately 800 members representing all areas of Alberta. In

addition, the Board has the authority to call public meetings to broaden its input on matters relating to its responsibility under the Act.

Local Apprenticeship Committees - (LAC)

In regions of the province where activity relating to a trade is considered substantial and industry participation is possible, the Apprenticeship and Trade Certification Board appoints a local apprenticeship committee. Members of these committees are usually nominated by the industry and include:

a) a chairman (departmental personnel acting on behalf of the Executive Director, Apprenticeship and Trade Certification);

b) at least one member representing employers and an equal number representing employees to a maximum of three in each category;

c) technical and other special advisors who provide the committee assistance in carrying out its duties.

Functions of local apprenticeship committees include making recommendations:

a) regarding individual apprentices on matters such as credits, transfers, disputes between an apprentice and his employer, pass-fail decisions, record books, contracts and certification;

b) to the provincial apprenticeship committees on matters relating to apprenticeship, training and certification for that region.

Provincial Apprenticeship Committees - (PAC)

These committees are a provincial forum comprised of all local apprenticeship committees of a particular trade. Additional members

appointed by the Apprenticeship and Trade Certification Board may include technical and special advisors to provide assistance in carrying out committee duties. The mandate of the provincial apprenticeship committee is to provide a forum to develop policies for recommendation to the Board. Specific responsibilities include:

a) making recommendations to the Board on matters relating to apprenticeship, training and certification, including the revision of trade regulations and course outlines;

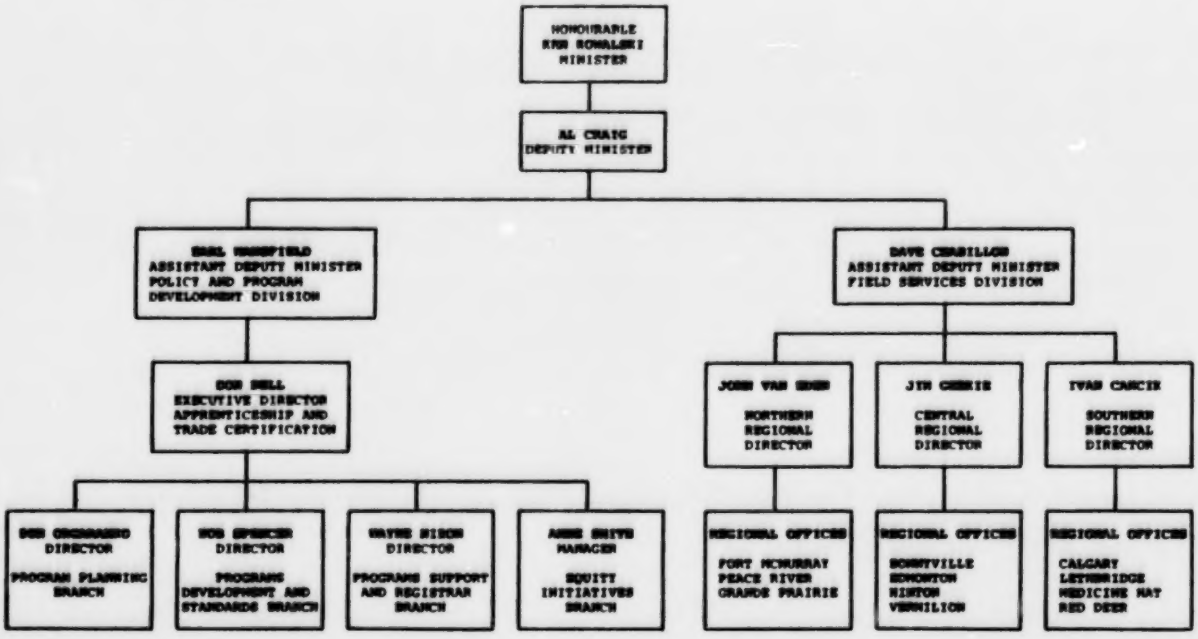
b) reviewing training and certification programs to ensure relevance and effectiveness;

c) development and approval of policies of accreditation for technical courses and programs that articulate with the designated trades.

## ORGANIZATION, ROLES AND RESPONSIBILITIES OF APPRENTICESHIP AND TRADE CERTIFICATION BRANCHES

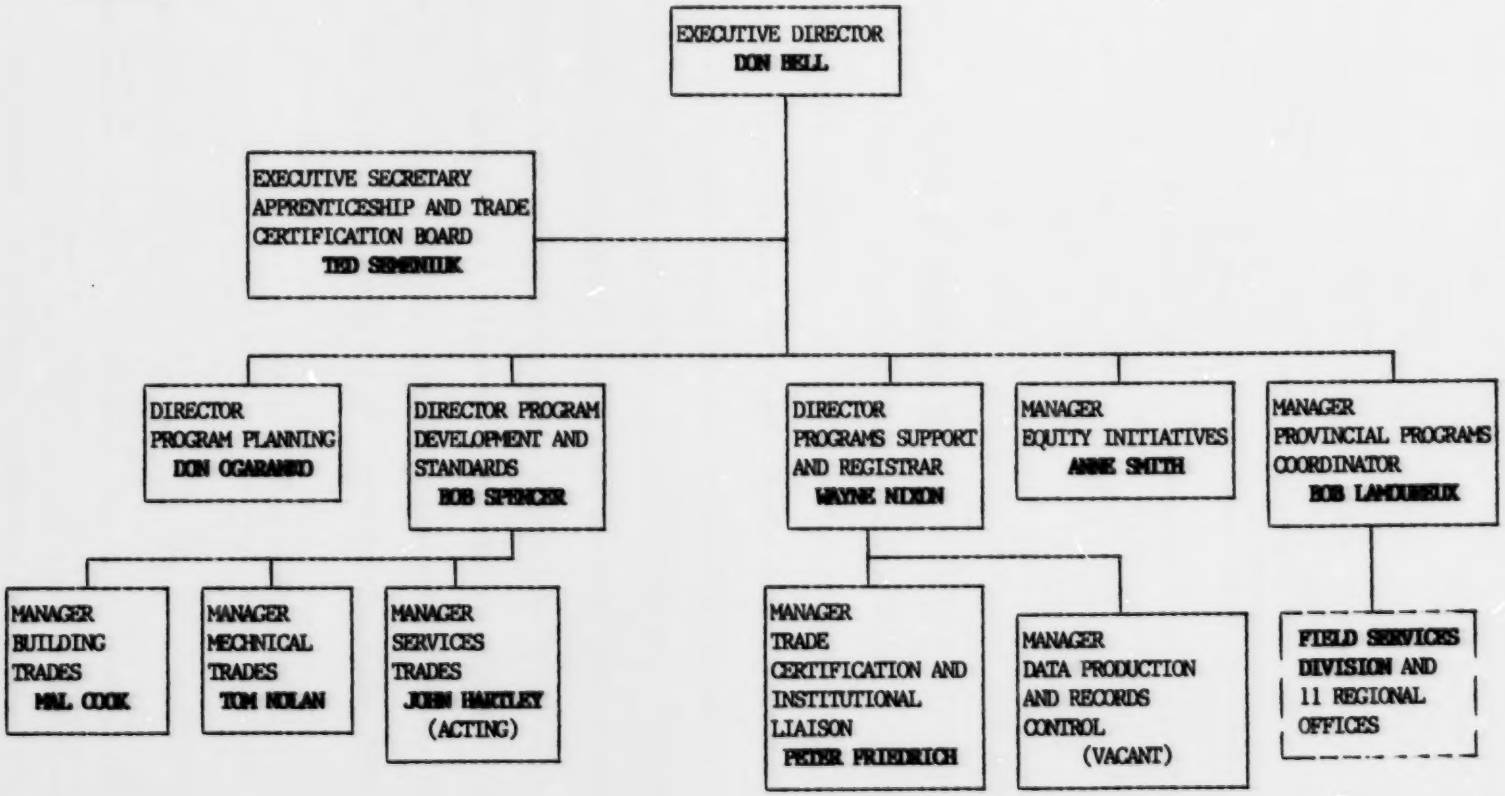
Apprenticeship and Trade Certification is a program sector of the Department of Career Development and Employment. As shown in diagram #1, the department consists of two divisions: **Policy and Program Development Division** and **Field Services Division.** In the Policy and Program Development, Division the four main program branches of Apprenticeship and Trade Certification are: Program Planning Branch, Program Development and Standards Branch, Program Support and Registrars Branch and the Equity Initiatives Branch. These branches are responsible for policy and program development and operationalization of the requirements of the Manpower Development Act. The Field Services Division is responsible for the delivery of apprenticeship training and certification services through eleven regional offices in the province.

DIAGRAM #1



**APPRENTICESHIP AND TRADE CERTIFICATION BRANCHES**
**POLICY AND PROGRAM DEVELOPMENT DIVISION**

DIAGRAM #2



## POLICY AND PROGRAM DEVELOPMENT DIVISION

### Program Planning Branch

This Branch carries out its strategic planning mandate in close cooperation with other Apprenticeship Branches, and with related areas of responsibility within the Policy and Program Development Division and the Department. The Program Planning Branch undertakes responsibility for anticipating future training requirements on the basis of labor market data and needs assessment studies. Training program research conducted by the Branch will determine the viability of developing and launching programs. Both labor market oriented data bases and research will be used to assist in determining where training programs can profitably be undertaken.

This Branch is responsible for conducting research and doing needs assessment studies to determine the feasibility of identifying new occupations for designation and/or training. Investigation, assessment and piloting alternate technical training programs, systems, and innovative delivery methods fall within the mandate of the Branch.

Determining the viability of programs and services will be conducted through methods of evaluation established by the Branch. Policy analysis and development related to research and program planning is initiated and carried out by the Branch.

### Program Development and Standards Branch

In accordance with the authority of the Manpower Development Act, this Branch is responsible for developing program policies, and for establishing, developing and maintaining relevant apprenticeship and journeyman training and trade certification programs.

Operational units are responsible for:

1. development of course outlines, record books, trade regulations, and provincial examinations in accordance with the standards approved by the apprenticeship and Trade Certification Board; and
2. development of interprovincial examinations in accordance with the standards established by the Interprovincial Standards Program Coordinating Committee (ISPCC).

The Branch ensures ongoing consulation with business and industry, training establishments, government departments, and agencies, and is responsible for interprovincial and federal/provincial liaison.

Programs Support and Registrar Branch

Maintaining a skilled provincial labor force is the primary mandate of the Registration and Certification Branch. Implementing this mandate necessitates ongoing interaction with institutional, federal and other provincial representatives. The main areas of focus for the Branch are: co-ordinating Apprenticeship and Journeyman training schedules, maintaining examination security and trade certification standards, and maintaining the electronic data base used by the Apprenticeship and Trade Certification Program. The branch's responsibilities are divided among three units:

1. The **Trades Training and Institute Liaison Unit** performs the functions of a registrar. From annually estimated training requirements, training space is negotiated and monitored with the training establishments. Eligible apprentices are assigned to classes and notified to attend. This Unit also processes school and apprenticeship examination results and finalizes the status of apprentices and journeyman updating candidates.

2. The **Certification Unit** has the responsibility of finalizing journeyman examinations, approving interprovincial applications and issuing certificates, including replacements and exchanges. The marking, inventory control and security of examinations is also a responsibility of this Unit.

3. The **Data and Records Control Unit** co-ordinates the development and maintenance of a comprehensive electronic data processing system to maintain historic and current records for all Alberta journeymen and apprentices. This unit also provides administrative support functions such as word processing, bookkeeping, filing and data control. Additionally, this unit issues record books and updates individual training and certification records.

Equity Initiatives Branch

The **Equity Initiatives Branch** of Apprenticeship and Trade Certification was established in March, 1988. The primary goals of this area are to develop policies and programs which will promote the participation of women, natives, recent immigrants, visible minorities, the disabled in the trades; and to ensure that apprentices with special needs have access to the support services they require to successfully participate in the apprenticeship program.

The activities of Equity Initiatives include:

- addressing the barriers which currently prevent individuals from acquiring employement in the trades;
- promoting awareness of the trades as a career choice to those groups of individuals currently not participating in the trades;
- developing bridging programs to facilitate access to the trades; and

- identifying and responding to the problems of apprentices with special needs.

## FIELD SERVICES DIVISION

Activities of the regional Apprenticeship offices, Field Services Division, are governed by and operate under the Manpower Development Act, General Regulations and specific trade regulations. Field Consultants visit job sites to counsel employers and employees regarding designated trades, journeyman certification, apprenticeship and trade related training. Application and enforcement of the Act and regulations are carried out with emphasis on maintaining appropriate public relations. Local apprenticeship committee meetings are convened through regional field offices to permit industry involvement in trade related issues at the local level. Diagram #3 shows the geographic locations of each of the eleven regional offices.

## APPRENTICESHIP REGIONS AND FIELD OFFICES

DIAGRAM #3

## TECHNICAL TRAINING FUNCTIONS AND ACTIVITIES

Technical training refers to the in-school training portion of the trainee's apprenticeship. Technical training is a requirement for completion of apprenticeship in most of the designated trades. The Trades Training and Institute Liaison Unit arranges for delivery of these courses at the appropriate training establishments in the province.

### Estimating and Development of Training Schedules

By November of each year an estimate of the number of technical training seats required at each training establishment is developed. These estimates are based on:

1. Numbers of indentured apprentices in each region who are eligible for training;
2. Anticipated number of new apprentices based on industrial development and employment trends;
3. Employer/apprentice preferred training space selection from previous years;
4. Training facilities and class quotas;
5. Current class fill rates;
6. Apprentice numbers scheduled over the past 3 years.

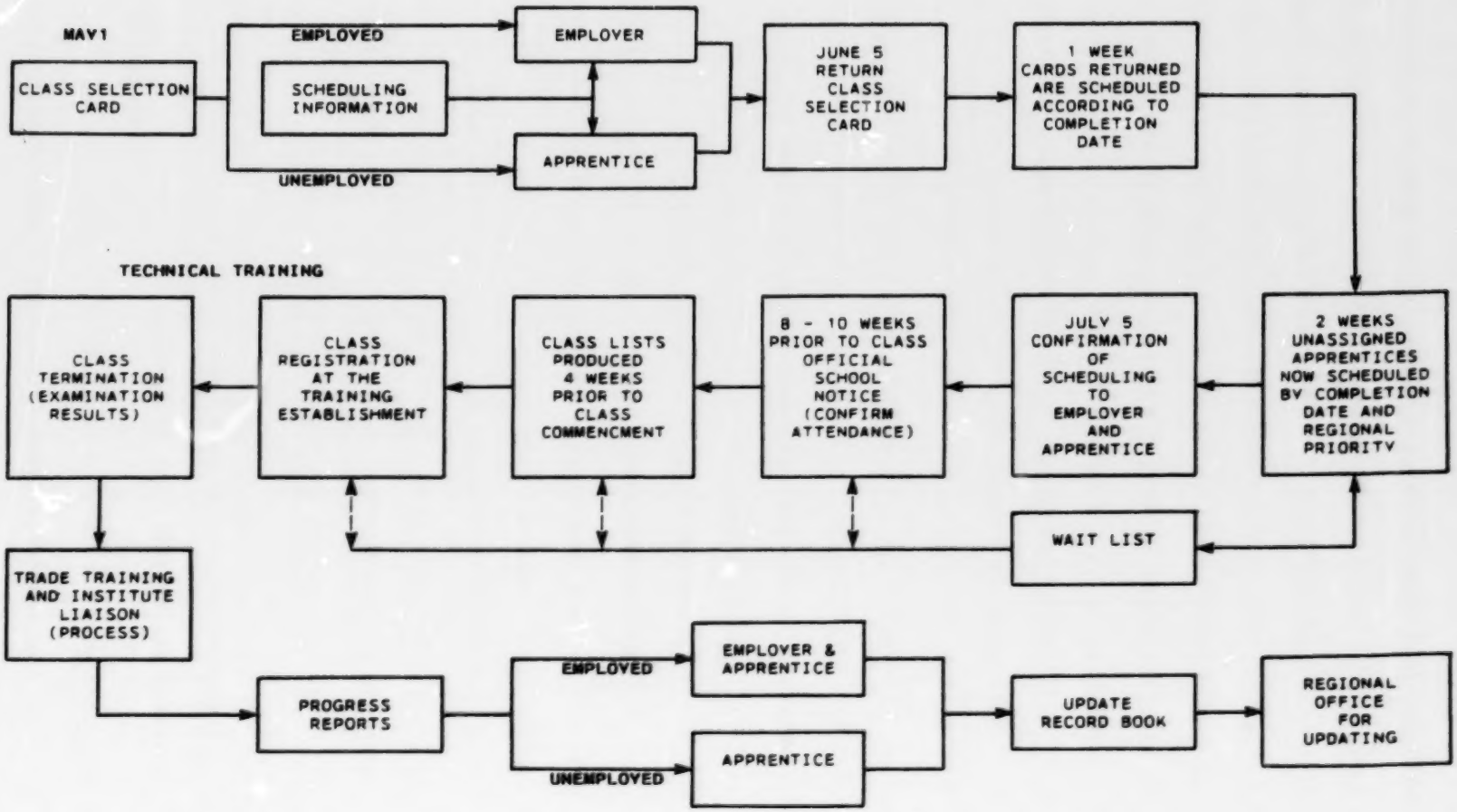
A request for training space is then submitted to the training establishments and schedules are developed and adjusted until March. The finalized schedules are printed and mailed to employers and apprentices.

### Technical Training Assignments

As shown on Diagram #4, the scheduling process begins in May

TECHNICAL TRAINING ASSIGNMENT

DIAGRAM #4


MAY1
CLASS SELECTION CARD
EMPLOYED
SCHEDULING INFORMATION
UNEMPLOYED
EMPLOYER
APPRENTICE
JUNE 5 RETURN CLASS SELECTION CARD
1 WEEK CARDS RETURNED ARE SCHEDULED ACCORDING TO COMPLETION DATE
2 WEEKS UNASSIGNED APPRENTICES NOW SCHEDULED BY COMPLETION DATE AND REGIONAL PRIORITY
JULY 5 CONFIRMATION OF SCHEDULING TO EMPLOYER AND APPRENTICE
8 - 10 WEEKS PRIOR TO CLASS OFFICIAL SCHOOL NOTICE (CONFIRM ATTENDANCE)
CLASS LISTS PRODUCED 4 WEEKS PRIOR TO CLASS COMMENCMENT
CLASS REGISTRATION AT THE TRAINING ESTABLISHMENT
CLASS TERMINATION (EXAMINATION RESULTS)
WAIT LIST
TECHNICAL TRAINING
TRADE TRAINING AND INSTITUTE LIAISON (PROCESS)
PROGRESS REPORTS
EMPLOYED
UNEMPLOYED
EMPLOYER & APPRENTICE
APPRENTICE
UPDATE RECORD BOOK
REGIONAL OFFICE FOR UPDATING

of each year when computer produced class selection cards are sent to employers of eligible apprentices. If the apprentice is unemployed, the selection card is sent to the apprentice. In consultation with each apprentice, the employer completes the card indicating a first, second and third preference for class date. On or after June 5th, those apprentices whose selection cards have been returned are assigned to classes based on the following criteria:

1. Expected period completion date (for example, earliest completion date assigned first);
2. Employer's request.

Apprentices whose class selection cards are not returned are automatically assigned to available spaces. These assignments are priorized according to expected completion date, regional scheduling priorities and proximity to training location. Apprentices who cannot be assigned, because space is not available, are placed on a wait list.

During the first week of July, a letter is sent to all apprentices and employers confirming the class assignment of the apprentices. Approximately eight weeks prior to class commencement date, an information package and notice to attend technical training is mailed to the apprentice. The information package contains instructions regarding application for Canada Employment and Unemployment Insurance benefits, and a card which asks the apprentice to confirm attendance. It is important that the apprentice completes and returns this confirmation to attend card, and carefully follows all instructions regarding registration for the class.

## Class Lists

An Institute Class List of all students assigned to a class is

produced by the Trades Training and Institute Liaison Unit approximately four weeks prior to class commencement. This list is then sent to the appropriate regional field office where a follow-up is initiated on all students who have not confirmed their attendance. The field office has the responsibility of filling any vacancies in the class.

An Institute Class List is forwarded by the field office to the training establishment one or two days prior to class registration. The class list indicates the confirmation status of each student in the "will attend" column; "C" indicates "confirmed yes"; "N" indicates "confirmed no"; "S" indicates "no contact" (confirmation card not returned).

Students who have a "S" status normally forfeit their training space and are placed on suspension if they do not register at the designated time. Immediately following registration, the field office may reassign these training spaces to eligible students from the wait list. Diagram #5 illustrates a sample Institute Class List.

Special Reports

Special reports are designed to convey information regarding apprentices from school administration to Apprenticeship staff. When required, the instructor's supervisor contacts the Apprenticeship liaison representative by an expedient means and then forwards a special report identifying the problem and/or action involved. The bottom copy of the report is retained by the training establishment.

Special reports are initiated to document the following:

1. **Attendance**

   a) when a student is absent without an acceptable excuse or demonstrates unusual attendance patterns;

**SAMPLE CLASS LIST** **DIAGRAM #5**

APG00B8 (DATE PRINTED)

A L B E R T A
CAREER DEVELOPMENT AND EMPLOYMENT
APPRENTICESHIP AND TRADE CERTIFICATION
INSTITUTE CLASS LIST

PAGE: #

CLASS CODE 5*143A0 88
CLASS YEAR 88
CLASS NAME REFRIGERATION MECHANIC -PERIOD 3 INST/CAMPUS SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

QUOTA 4 VACANCY 0 CONFIRMATION 4 DNRC 2 ENROLLMENT 88/10/31 TIME 08:30 TERMINATION 88/12/23

| NO. | APPRENTICE NAME | S.I.N. | APPRENTICE TRADE/FILE NO. | RO | COMPLETION DATE | DNA LAST CLASS | WILL ATTEND | 2-COURSE STATUS | APPRENTICE TELEPHONE | EMPLOYER TELEPHONE | SCH RST | DN RC | APP'D |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BIDWELL, JERRY A | 324-434-545 | 14-/A000021 | E | 85/02/01 | | N | NOT ELIG | 478-1234 | | | * | |
| 2 | CALKINS, JOSEPH L | 434-324-454 | 14-/A000024 | V | 88/06/30 | N | C | ELIGIBLE | 853-4321 | 853-1456 | | | |
| 3 | DRUMMOND, CRISTOPHER J | 232-343-676 | 14-/A000031 | G | 88/05/30 | | C | NOT ELIG | 539-2345 | 538-9876 | S | | |
| 4 | SMITH, RUSSELL D | 345-456-567 | 14-/A000028 | C | 89/04/30 | | S | NOT ELIG | 283-8765 | | L | * | |

b) when a student accumulates 18 hours of absence (regardless of reason for absence);

c) when a student withdraws from the course.

2. **Individual Problems**

A report is completed for the purpose of documenting Apprenticeship support or discipline when an individual's:

a) learning progress is affected by their behavior;

b) behaviour affects the progress of other apprentices;

c) behaviour adversely affects the instructional process.

3. **Individual Performance**

When a student's performance is exceptional in the areas of class marks, workmanship and attitude.

4. **Class Finalization Reports**

Special report forms accompany the Institute Mark Collection Sheets for those students who do not obtain a passmark in all courses. The concerns and recommendations of instructional staff are important in finalizing apprentices' status.

Mark Collection Sheets

The Trades Training and Institute Liaison Unit forwards a mark collection sheet for each class to the Liaison contact approximately two weeks prior to class termination. Institute instructional staff enter the required information for each student and return the mark collection sheet to the liaison representative no later than two days after the class terminates. Diagram #6 illustrates a sample mark collection sheet.

**DIAGRAM #6** **SAMPLE MARK COLLECTION SHEET**

ARP0700 A L B E R T A PAGE: #
(DATE PRINTED) C: ER DEVELOPMENT AND EMPLOYMENT
APPRENTICESHIP AND TRADE CERTIFICATION
MARK COLLECTION SHEET

CLASS CODE S*273A0 88 SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY COMMENCED: 88/09/06
CLASS YEAR 88 TERMINATED: 88/10/14
CLASS NAME PARTSMAN, PERIOD 3 CLASS HRS: 180

| | APPRENTICE NAME | APPRENTICE FILE NO. | RO | ACT HRS | STATUS PARTS | STATUS THEORY RELATED | STATUS THEORY SUBJ | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BIDWELL, JERRY A | 27-/A000021 | E | | | | | | | | | |
| 2 | CALKINS, JOSEPH L | 27-/A000024 | V | | | | | | | | | |
| 3 | DRUMMOND, CRISTOPHER J | 27-/A000031 | G | | | | | | | | | |

1. **Hours Attended** is calculated by subtracting the hours missed from the hours possible as per course outline. Hours for statutory holidays are not subtracted.
2. **Status** is entered for everything other than a clear pass. One of the following status indicators is used:
   a) P - **Pass** - (usually left blank) only used when all subject marks for the apprentice are 60% or more;
   b) C - **Credit** - a special report with instructors' comments and/or recommendations is submitted <u>unless a mark is only marginally below 60%</u>;
   c) F - **Fail** - a special report is submitted to identify institute concerns and/or recommendations;
   d) W - **Withdraw** - marks are not submitted (report actual hours attended);
   e) R - **Review** - used in cases where status assessment requires further discussion and/or consideration.

<u>NOTE</u>: <u>Conditional Pass</u> is not a status, although, "credit" is sometimes given with a condition indicated on a special report. When this

is done, "R" is used on the mark collection sheet and conditions on the special report are explained, for example: 1. credit will be given if above-named apprentice passes the apprenticeship exam; or 2. credit will be given provided the above-named apprentice successfully completes a suitable math upgrading course prior to the next level of technical training. We suggest that the above named takes (Title of Course) which is available at (Name of Training Establishment).

Apprentice Finalization

For apprentices to progress to their next training level, or to obtain certification following the final training period, all of the following requirements must be met:

1. Pass technical training;
2. Pass apprenticeship examination;
3. Obtain a satisfactory report from the employer and meet the work experience requirements.

The passmark for technical training and apprenticeship examinations are as follows:

1. Technical Training (school marks) - 60%
2. Apprenticeship Examinations - 65%
3. Interprovincial Examinations - 70%

Finalization refers to the procedure of documenting the final status of apprentices, including those who have not obtained a clear passmark in their technical training and/or apprenticeship examinations. This process involves a careful review of the progress of individual apprentices. Information and recommendations from the school via special reports provide the finalization officer with input

necessary in this review. Since the employer plays a major role in training the apprentice, an employer report may also be requested. An effort is thereby made to determine if the apprentice has acquired sufficient practical experience and technical competence to succeed at the next training level.

The finalization officer can make the following finalization for students who have not achieved the required passmarks:

1. **Credit** - No Restrictions

   This status is usually awarded when failures in either technical training or apprenticeship examinations are marginal. The apprentice's performance in school and on-the-job should demonstrate an ability to be successful at the next training level.

2. **Credit** - Upgrading Restriction

   This status is usually awarded when a student's weakness is in a specific area identified by either the school marks or apprenticeship examinations. The apprentice will not be scheduled for further technical training until he has successfully completed an appropriate upgrading course. The school's recommendation regarding suitable evening upgrading courses provides valuable assistance in counselling the apprentice.

3. **Supplemental** - Apprenticeship Examination

   Apprenticeship supplemental examinations are usually given to students who pass their technical training, but fail the apprenticeship examination.

4. **Supplemental** - School Examination

   School supplemental examinations are administered for special circumstances as arranged with the school.

5. **Fail** - Repeat Technical Training

An apprentice may be required to repeat technical training if the apprenticeship examination and/or school mark indicate an inability to be successful at the next training level. Since a failure frequently involves counselling the apprentice prior to repeating technical training, information and recommendations from the school, via special reports, provide a valuable resource.

The finalization process also initiates the counselling of apprentices regarding concerns related to their progress in technical training as identified via **special reports** or **reviews.** Further, a scheduling restriction prevents the apprentice from being scheduled for additional technical training until an interview has been arranged. Depending on the nature of the concerns, this interview may be conducted by one of the following:

1. Apprenticeship Field Staff;
2. Local Apprenticeship Committee;
3. Liaison Officer.

Finalized Class Profiles

After the status of all students has been finalized, the Trades Training and Institute Liaison Unit provides the training establishment with a finalized class profile via the Liaison Contact. This profile provides a complete breakdown of school and apprenticeship examination results for each student. Diagram #7 is an illustration of a finalized class profile.

The left side of the profile provides the **actual hours** of attendance, **school status** and individual **subject marks.** The information in this section of the profile appears as provided on the Institute Mark

SAMPLE CLASS PROFILE DIAGRAM #7

PAGE: #

A L B E R T A
CAREER DEVELOPMENT AND EMPLOYMENT
APPRENTICESHIP AND TRADE CERTIFICATION
CLASS PROFILE OF FINALIZED CLASSES

CLASS CODE: N*094F0 87 COMMENCED 88/02/08 VERSIONS 09448 .666 (FINALIZED)
TERMINATE 88/05/27
CLASS NAME: MOTOR MECHANIC, PERIOD 4 HOURS 240
0968454 .741

| APPRENTICE FILE NO. | APPRENTICE NAME | | RO | ACT HRS | S T | INSTITUTE EXAMINATIONS: THEORY | RELATED | SUB | SHOPWORK | TH MRK | PR MRK | S T | APPRENTICESHIP BRANCH EXAMINATIONS: AUTO REVIEW (MAX 25) | AIR CONDITION (17) | AUTO TRANS (84) | ACC&DIE FLIN (24) | TH MRK | GAS MRK | PR MRK | IP MRK | FINAL STATUS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 09/84012 | BIDWELL | DARYL | E | 240 | P | 82 | 70 | 78 | | 78 | 78 | P | 16 | 15 | 77 | 16 | 83 | | | 87 | P |
| 09/23014 | CALKINS | TONY G. | V | 232 | F | 61 | 49 | 52 | | 57 | 52 | F | 13 | 12 | 54 | 16 | 63 | | | 61 | F |
| 09/76210 | DRUMMOND | ANDREW J. | R | 238 | C | 72 | 57 | 82 | | 67 | 82 | S | 10 | 6 | 45 | 15 | 51 | | | 75 | S |
| 09/75261 | DUNLOP | RONALD | C | 240 | C | 66 | 42 | 72 | | 58 | 72 | P | 14 | 15 | 62 | 15 | 71 | | | 73 | C |
| CLASS AVERAGES | | | | | | 70 | 55 | 71 | | 65 | 71 | | 13 | 12 | 60 | 16 | 67 | | | 74 | |

ACTUAL HOURS
SCHOOL STATUS
SCHOOL MARKS
WEIGHTED SCHOOL THEORY MARK
WEIGHTED SCHOOL PRACTICAL MARK
APPRENTICESHIP EXAM STATUS
APPRENTICESHIP EXAM BREAKDOWN
APPRENTICESHIP EXAM MARK
INTERPROVINCIAL EXAM MARK
FINALIZED STATUS

Collection Sheet, with the exception of the school status column. An apprentice's status in this column may be changed by the finalization process.

The **school theory mark** is a weighted average of the school theory subjects. The **school practical mark** shows the school assessment of the shopwork and/or lab portion of the technical training.

The **apprenticeship exam status** column, to the right of the school theory and practical marks, indicates the status achieved on the apprenticeship examination. A breakdown of the various sections of the apprenticeship examination are recorded to the right of this status column. This breakdown is followed by the **apprenticeship exam mark.** The "PR MRK" and "IP MRK" columns are used only when an apprenticeship practical or interprovincial examination has been administered.

The last column on the right side of the profile shows the **finalized status** of each apprentice. The following status indicators may appear in this column:

1. "P" - **Pass** - awarded when an apprentice receives a passmark on all school courses, as well as the apprenticeship examinations (does not include I.P.).
2. "C" - **Credit** - awarded when clear passmarks are not obtained on both school and apprenticeship examinations. Students given credit may be required to upgrade their area of weakness prior to proceeding to the next training level.
3. "W" - **Withdrew** - student withdrew from the course.
4. "H" - **Held** - used when further information is required to make the finalized status assessment. A follow-up will have been initiated and the employer and apprentice will have been advised of a delay.

5. "S" - **Supplemental Examination** - If an "S" appears, the student will be called for either an apprenticeship or school supplemental examination. The status columns under institute examinations and/or apprenticeship examinations indicate which examination(s) is required.

6. "R" - **Review** - appears on class profiles for N.A.I.T. and S.A.I.T. only. The status of these students is finalized at a later date in a meeting with Apprenticeship and institute instructional staff.

7. "F" - **Fail** - indicated when determined that it would be to the student's advantage to repeat technical training. Since successful completion of technical training requires that a student achieve passmarks in both school and apprenticeship examinations, a student may be finalized as a "fail" even though a pass is obtained in one of these areas. When students are asked to repeat technical training they must repeat all school courses and re-write apprenticeship examinations regardless of previously obtained marks.

8. "I" - **Incomplete** - indicated when apprenticeship or school marks are not available for a student at the time the class is being finalized. This may occur when a student has missed an examination and written it at a later date.

The Role of the Liaison Representative

A liaison representative provides Apprenticeship and Trade Certification representation at each training establishment utilized for training apprentices. When a full time liaison position has not been established at a training establishment, the regional office in the immediate area designates a person to be responsible for liaison

activities. The responsibilities of the liaison representative include:

a) registering Apprenticeship and Trade Certification program students at the technical training establishment;

b) coordinating the distribution and collection of information and materials related to apprenticeship technical training such as class lists, mark collection sheets, special reports and finalized class profiles;

c) providing counselling to students about apprenticeship and training related matters, including individual progress, attendance and financial assistance;

d) liaising with instructional staff on matters relating to the progress of individual apprentices;

e) liaising between apprentices and their employers while the apprentice is attending technical training;

f) arranging and conducting apprenticship orientation talks for first period apprentices;

g) assisting in the administration of apprenticeship examinations at the training establishment.

Apprenticeship and Trade Certification Examinations

Apprenticeship examinations are held at the completion of each technical training period and administered by Apprenticeship staff of the Field Services Division. An examination schedule, showing the time, date and location of the examination sitting, is available from the liaison representative.

On the day of the examination, instructors escort their students to the designated location prior to commencement of the examination. If a student is absent, the liaison representative is

immediately advised. Students are requested to bring the following to the examination:

1. two HB pencils;
2. an eraser;
3. apprenticeship file number.

Although calculators can be used in writing examinations, programmable calculators with alpha-numeric keyboards are not permitted. If there is some doubt about whether a particular calculator is permitted, the student is to consult the liaison representative prior to the examination.

Canada Employment and Unemployment Insurance Benefits

Apprentices who attend technical training are normally eligible for financial support through the Canada Employment and Immigration Commission. This support may be in the form of Canada Manpower Training and Supplementary Allowances, Unemployment Insurance benefits, or a combination of both. Eligibility for benefits varies depending upon an individual apprentice's employment record, marital status and proximity to the training location. Students should contact the CEIC office to obtain specific information regarding their benefits. A contact name and telephone number can be obtained from the Apprenticeship liaison representative. To avoid delays in receiving benefits, students should ensure that:

a) the "Pre-registration for Training Allowance" form is properly completed and returned to CEIC prior to registering for the class. This form and a self addressed envelope is mailed to apprentices as part of the school notice package;

b) a current "Record of Employment" is available when registering for the class;

c) all UIC reporting cards are properly completed and returned to CEIC. If a student is uncertain about completing the card, a detailed information sheet is available from the liaison representative.

## APPENDIX 1

### APPRENTICESHIP AND TRADE CERTIFICATION DIRECTORY

| | | |
|---|---|---|
| Executive Director | Don Bell | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Executive Secretary<br>Apprenticeship and Trade<br>Certification Board | Ted Seminiuk | 20th Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>422-0753 |
| Director - Program<br>Planning | Don Ogaranko | 6th Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>422-0753 |
| Director - Program<br>Development and<br>Standards | Bob Spencer | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Director - Programs<br>Support and Registrar | Wayne Nixon | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Equity<br>Initiatives | Anne Smith | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Provincial<br>Programs Coordinator | Bob Lamoureux | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Program<br>Development and<br>Standards<br>Building Trades | Mal Cook | 20th Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Program<br>Development and<br>Standards<br>Mechanical Trades | Tom Nolan | 20th Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Program<br>Development and<br>Standards<br>Service Trades | John Hartley<br>(Acting) | 20th Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |
| Manager - Certification<br>and Institutional<br>Liaison | Peter Friedrich | 21st Fl., Park Square<br>10001 Bellamy Hill<br>Edmonton, T5J 3W5<br>427-8765 |

## APPENDIX 2

### FIELD OFFICE CONTACTS

**BONNYVILLE**
John Irwin
2nd Floor, Provincial Building
P.O. Box 3219
BONNYVILLE, Alberta
TOA OLO
Telephone: 826-6142
Rite: n/a

**CALGARY**
Andy Welliver
4th Floor, 1015 Centre Street, N.W.
CALGARY, Alberta
T2E 2P8
Telephone: 297-6457
Rite: 161-6457

**EDMONTON**
Gary Frisk
10926 - 119 Street
EDMONTON, Alberta
T5H 3P5
Telephone: 427-3722
Rite: 147-3722

**FORT MCMURRAY**
Olie Schell
7th Floor, West Tower
Jubilee Centre
9915 Franklin Avenue
FORT MCMURRAY, Alberta
T9H 2K4
Telephone: 743-7192
Rite: 136-7192

**GRANDE PRAIRIE**
Hugh Wass
Room 1601, Provincial Building
10320 - 99 Street
GRANDE PRAIRIE, Alberta
T8V 6J4
Telephone: 538-5240
Rite: 121-5240

**HINTON**
Bill Sartorius
Yellowhead Building
P.O. Box 1850
425 Gregg Avenue
HINTON, Alberta
TOE 1BO
Telephone: 865-8293
Rite: 132-8293

**LETHBRIDGE**
Stan Lewicki
2nd Floor, Provincial Building
200 - Fifth Avenue, South
LETHBRIDGE, Alberta
T1J 4C7
Telephone: 381-5380
Rite: 181-5380

**MEDICINE HAT**
Jim Pederson
208 Provincial Building
770 - Sixth Street, S.W.
MEDICINE HAT, Alberta
T1A 4J6
Telephone: 529-3580
Rite: 184-3580

**PEACE RIVER**
Darrell Williamson
202 Peace River Shopping Centre
10107 - 100 Street
Box 28, Bag 900
PEACE RIVER, Alberta
Telephone: 624-6352
Rite: 120-6352

**RED DEER**
Brian Lupul
3rd Floor West, Provincial Bldg
4920 - 51 Street
RED DEER, Alberta
T4N 6K8
Telephone: 340-5151
Rite: 151-5151

**VERMILION**
Ed Kulak
2nd Floor, Room 2001
Provincial Building
4701 - 52 Street
VERMILION, Alberta
TOB 4MO
Telephone: 853-8150
Rite: 141-1150

## APPENDIX 3

LIAISON CONTACTS

| Institute/College | Liaison Contact | Telephone | Regional Office |
|---|---|---|---|
| Fairview | Darryl Williamson | 624-6352 | Peace River |
| Grande Prairie | Terry Taylor | 538-5240 | Grande Prairie |
| Keyano | Olie Schell | 743-7192 | Fort McMurray |
| Lakeland | Jim Johnson | 853-8150 | Vermilion |
| Lethbridge | Joe Gallo | 381-5380 | Lethbridge |
| Medicine Hat | Jim Pederson | 529-3580 | Medicine Hat |
| N.A.I.T. | Rod Mueller | 427-9206 | (on campus) |
| Olds | Ron Johnson | 340-5151 | Red Deer |
| Red Deer | Ron Johnson | 340-5151 | Red Deer |
| S.A.I.T. | Lee Salchenberger | 284-8092 | (on campus) |
| Westerra | Tom Hackett | 427-3722 | Edmonton |
| Marvel Hair Styling School | Rod Mueller | 427-9206 | N.A.I.T. Campus |
| Delmar Beauty Salon and School Ltd. | Lee Salchenberger | 284-8092 | S.A.I.T. Campus |